

JOB OPPORTUNITY
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)
WESTERN CONNECTICUT MENTAL HEALTH NETWORK (WCMHN)

HEAD NURSE – WC25729

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Outpatient Program / Clinical Services Division / Waterbury Area Office

Job Posting No: WC25729

Hours: Monday-Friday – 8:00 a.m. to 4:30 p.m. – 40 Hours/Week

Salary Range: \$67,530 - \$91,440

Posting Date: June 10, 2015 **Closing Date:** June 16, 2015

General Experience: Two (2) years of experience as a Registered Professional Nurse

Special Experience: One (1) year of the General Experience must have been working with the type of patients and/or clients serviced by the Agency. Note: The Special Experience is not required for the Department of Developmental Services.

Substitutions Allowed: A Bachelor's Degree in Nursing may be substituted for one (1) year of the General Experience.

Special Requirements: Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut. Must possess and retain a current/valid Motor Vehicle Operator's License. May be required to travel.

Duties: The RN in this position will provide daily nursing services to clients which include performing clinical assessments, taking health histories, doing mental status examinations. This nurse will provide quality clinical & rehabilitative services demonstrating a high level of professionalism, collaboration with others, and excellent customer service & communication skills and will abide by the National Standards of Nursing Practice. Developing, preparing and facilitating health and wellness groups, individual counseling, working in the office and in the community with clients, families, and other treatment providers & agencies are all a critical part of this role. A minimum of 30% of working hours will be in direct face-to-face contact with clients. Documentation requirements include, physician's orders, coordination with pharmacies and hospitals on admissions, discharges, treatment of care, medication, lab work, medical records, recovery plans, clinical assessments, and productivity are completed on a daily basis and within established time frames. The nurse will also administer IM medications to clients as needed. There is a strong role of providing education & counsel to clients & families about wellness, course of treatment, mental illness, addiction, tobacco treatment, etc. The nurse will work closely and collaboratively with other health care providers within and outside our agency with the purpose of providing excellence in our care to all of our clients and a believe in recovery. Transportation and advocacy for clients needing this assistance to medical appointments in the community is completed by nurses in this position. Medication education, delivery and monitoring to clients are done on a daily basis. Assisting MD's, APRN's in their care of our clients is a key part of these responsibilities. There is a caseload of clients that needs coordination of care, inclusion of the client's choices with the client driving the plan of care. Good computer skills are needed as well as use of the Electronic Health Record (HER) for daily entries on client care. Many clients with a mental illness have a co-occurring substance use disorder, requiring knowledge of how to work with clients having both disorders. The use of Motivational interviewing skills is an asset. The nurse will report incidents as delineated by our policies, comply with our ethical standards and maintain client confidentiality and safety. This position requires a highly organized person.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12). The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas - Employment Opportunities.

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates=Head Nurse** - must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotion/demotion candidates** must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All Other Candidates:** Individuals must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

Email: Julie.Roy@ct.gov

OR

Fax: (203) 805-6440

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas - Employment Opportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. **(P-1)**